

CA096843

**SHELBY COUNTY BOARD OF COMMISSIONERS
AGENDA ROUTE SHEET**

Referred to Commission Committee 4- Law Enforcement, Fire, Corrections & Courts

For Commission Action on 7/21/08 Agenda

DESCRIPTION OF ITEM:

RESOLUTION APPROVING A CONTRACT WITH SWANSON SERVICES CORPORATION IN THE AMOUNT OF \$1,881,600.00 FOR FIDUCIARY MANAGEMENT SERVICES FOR THE SHELBY COUNTY JAIL AND THIS REQUIRES THE EXPENDITURE OF COUNTY GENERAL FUNDS IN THE AMOUNT OF \$1,881,600.00. SPONSORED BY COMMISSIONER: SIDNEY CHISM

CHECK ALL THAT APPLY BELOW:

☐ This Action does NOT require expenditure of funds.

☒ This Item requires/approves expenditure of funds as follows (complete all that apply):

County General Funds: \$1,881,600.00 ; County CIP Funds- \$ _____

State Grant Funds: \$ _____ ; State Gas Tax Funds: \$ _____

Federal Grant Funds: \$ _____

Other funds (Specify source and amount): \$ _____

Other pass-thru funds (Specify source and amount): \$ _____

Originating Department: _____

APPROVAL:

Dept. Head: Soheila Kail 545-2280 SK 07/1/08
(Print your name & phone #.) (Initials) (Date)

Elected Official: Sheriff Mark Luttrell 545-5500 ML 07/1/08
(Print your name & phone #.) (Initials) (Date)

Division Director: Harvey Kennedy 545- 4510 HK 07/1/08
(Print your name & phone #.) (Initials) (Date)

CIP – A&F Director: _____
(Print your name & phone #.) (Initials) (Date)

Finance Dept. Mike Swift 545-4269 MS 7/10/08
(Print your name & phone #.) (Initials) (Date)

County Attorney: K. John KJ 7/9/08
(Print your name & phone #.) (Initials) (Date)

CAO/Mayor: James F. Huntzicker 545-4514 JFH 7/21/08
(Print your name & phone #.) (Initials) (Date)

SUMMARY SHEET**I. Description of Item**

The parties previously entered into a five-year contract dated April 16, 2003, for provision of fiduciary management services at County's Jail facilities, located at 201 Poplar Avenue and Jail East located at 6201 Haley Memphis, TN 38134. During the term of the initial contract, Swanson has done an excellent job.

II. Source and Amount of Funding

The amount of \$1,881,600.00 from FY 08-09
Operating Budget Account Number
031-630101-6637, Outside Contract

III. Contract Items

- A. Type of Contract – Firm, Fixed price
- B. Terms – One (1) year contract with two (2) additional renewals thereafter

IV. Additional Information Relevant to Approval of this Item

Since 2003, Swanson has provided an efficient and cost effective means to provide fiduciary services for the inmates in the Shelby County Jail located at 201 Poplar and Jail East located at 6201 Haley rd. Memphis, TN 38134. For the FY 08-09 Swanson Services will hold the current fee (FY 07-08) with no increase for the first year of this new contract also in addition to no fee increase they are providing The Shelby County Jail with 60 Kiosks at no additional cost to Shelby County Sheriff's Office. These Kiosks will save the Shelby County Jail valuable staff time.

Shelby County Sheriff's Office recommends approval of this resolution.

ITEM NO: _____

PREPARED BY: Soheila Kail

APPROVED BY: 

RESOLUTION APPROVING A CONTRACT WITH SWANSON SERVICES CORPORATION IN THE AMOUNT OF \$1,881,600.00 FOR FIDUCIARY MANAGEMENT SERVICES FOR THE SHELBY COUNTY JAIL AND THIS REQUIRES THE EXPENDITURE OF COUNTY GENERAL FUNDS IN THE AMOUNT OF \$1,881,600.00. SPONSORED BY COMMISSIONER: SIDNEY CHISM

WHEREAS, the Shelby County Sheriff's Office has a need for a Fiduciary Services contract for the Shelby County Jail and Jail East; and

WHEREAS, the Shelby County Purchasing Department issued a Request For Proposals on behalf of the Sheriff's Office, and responses were received on April 21, 2008, with the only response being submitted by Swanson Services in the amount of \$1,881,600.00; and

WHEREAS, this contract is based upon a one (1)-year agreement with two (2) renewals thereafter, with the annual cost for the first year at \$1,881,600.00, and the fee for any renewal period shall be increased by no more than three (3%) percent annually.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF SHELBY COUNTY, TENNESSEE, that the expenditure of funds for Fiduciary Management Services in an annual amount of \$1,881,600.00 to Swanson Services Corporation for the Shelby County Jail and Jail East is hereby approved.

BE IT FURTHER RESOLVED, that said contract is based upon a one-year agreement with two renewals thereafter. Said renewals are hereby approved subject to adoption of each fiscal year's operating budget by the Board of County Commissioners.

BE IT FURTHER RESOLVED, that the County Mayor is hereby authorized to execute said contract on behalf of Shelby County Government for the purposes herein contained, an executed copy of which shall be placed on file in the purchasing department.

BE IT FURTHER RESOLVED, that funds in the amount of \$1,881,600.00 are hereby appropriated from FY08/09 Operating Budget Account Number 031-630101-6637, Outside Contracts.

BE IT FURTHER RESOLVED, that the Purchasing Department is authorized to issue a purchase order to Swanson Services Corporation in the amount of \$1,881,600.00 for the purpose of Fiduciary Management services for the Shelby County Jail and Jail East.

BE IT FURTHER RESOLVED, that the County Mayor and the director of Administration and Finance are authorized to issue their warrant or warrants in an amount not to exceed \$1,881,600.00 to Swanson Services Corporation and to take proper credit in their accounting therefor.

A C Wharton, Jr., Mayor

Date: _____

Attest:

Clerk of County Commission

CH046892
BKF

CONTRACT AND ENCUMBRANCE INFORMATION SHEET

*** AN ORIGINAL AND 1 COPY OF THIS FORM MUST BE SUBMITTED ***

THIS SHEET MUST BE COMPLETED, SIGNED BY THE DEPARTMENT HEAD AND DIVISION DIRECTOR AND ATTACHED TO ALL CONTRACT AND RESOLUTION PACKETS BEFORE ANY ACTIONS WILL BE TAKEN.

1. Department Requesting Services: SHERIFF'S OFFICE
2. Preparer's Name, Telephone #, and E-Mail Address:
Soheila Kail, 545-2280, Soheila.kail@shelby-sheriff.org
3. DESCRIPTION OF ITEM TO BE PURCHASED, BUILT, OR SERVICE TO BE PROVIDED:
Fiduciary management services for the Shelby County Jail
4. NAME, ADDRESS, VENDOR NUMBER, SOCIAL SECURITY NUMBER, AND/OR FEDERAL I.D. NUMBER OF VENDOR/CONSULTANT/AGENCY WITH WHICH SHELBY COUNTY WILL BE CONTRACTING:
Swanson Services Corporation
P.O. BOX 6125 MONONA WI 53716-0125
941-755-9575
VENDOR NO./FED. ID NO. 30001
5. COST OF ITEM OR SERVICE REQUESTED: NOT TO EXCEED \$1,881,600.00 DOLLARS
6. TERM OF PROPOSED CONTRACT/AGREEMENT: CA031758 July 1, 2008 to June 30, 2009
7. FUND, ORG, AND ACCOUNT NUMBER (13 DIGITS) ** FOR MULTIPLE ACCOUNTS, PLEASE SPECIFY DOLLAR AMOUNT FOR EACH **
031-630101-6637
8. COMMODITY CODE: EOC
9. VENDOR/CONSULTANT AGENCY SELECTED BY (CHECK ONE):
** PLEASE ATTACH APPROVAL DOCUMENTS **
a. Bid/RFP Process - # & Date 08-003-55 May 29, 2008
b. Emergency/Sole Source
10. LOSB/MBE INFORMATION: Please check the appropriate description
 MBE (MINORITY OWNED BUSINESS ENTERPRISE)
 MALE FEMALE
 WBE (WOMEN OWNED SMALL BUSINESS)
 LOSB (LOCALLY OWNED SMALL BUSINESS)
 ANNUAL SALES DOES NOT EXCEED \$3 MILLION
 N/A
11. SPECIAL INSTRUCTIONS (ROUTING, FUNDING, BUDGET TRANSFER IN PROCESS)
RETURN ALL PAPERWORK, CONTRACTS AND PURCHASE ORDER TO SHERIFF'S OFFICE PURCHASING.

REVIEWED AND APPROVED BY:

Soheila N. Kail 7/2/08
DEPARTMENT HEAD DATE
H. Kennedy 7-7-08
DIVISION DIRECTOR DATE

RECEIVED
JUL - 9 AM '08
COUNTY ADMINISTRATOR



Shelby County Government

A C Wharton, Jr.
Mayor

May 29, 2008

Ms. Kelly A. Swanson
Swanson Services Corporation
1133 Pennsylvania Street
Denver, CO 80203

RE: RFP #08-003-55, Fiduciary Management Services

Dear Ms. Swanson:

We are pleased to inform you that your firm has been selected to provide **Fiduciary Management Services** that were issued on the above-described RFP.

A contract for these services will be forwarded to your office for your review and approval. Until then, no work should begin on this project until you receive an official "Notice to Proceed," along with a fully negotiated and executed copy of the contract.

Thank you for your proposal and congratulations on your selection. Shelby County Government looks forward to the successful and timely delivery of this very important service and your company's efforts in reaching this goal.

Sincerely,

A handwritten signature in black ink, appearing to read "Clifton Davis", is written over a horizontal line.

Clifton Davis
Administrator of Purchasing
Shelby County Government

CD/shw

cc: Chief James Coleman, Sheriff's Office
Harvey Kennedy, Sheriff's Office
Becky Pittman, Sheriff's Office
Soheila Kail, Sheriff's Office
Pam Skelton, Contract Administrator
Tamara Knox, Contracts Administration
Bernita Poole, Contracts Administration



Purchasing Department

160 N. Main, Suite 550
Memphis, TN 38103

(901) 545-4365
Fax (901) 545-4531

Shelby County Tennessee

A C Wharton, Jr., Mayor

Memorandum

To: Honorable A C Wharton, Jr.
Shelby County Mayor

From: Clifton Davis, Administrator *CD*
Purchasing Department

Date: May 27, 2008

Re: RFP #08-003-55, Fiduciary Management Services

In addition to being advertised, this RFP was issued directly to three (3) vendors identified in Shelby County Government's vendor database. Only one (1) company submitted a proposal indicating their interest in providing the above-described services.

	Evaluation Score	EOC Rating	Consultant Fees
1. Swanson Services Corporation	100	A	\$1,881,600.00

The evaluation committee comprised of two (2) Sheriff's Department staff members and Purchasing evaluated the response and determined that the proposal submitted by **Swanson Services Corporation** thoroughly demonstrated their ability to meet the requirements of the Scope of Services described in the RFP. It is the recommendation of the evaluation committee, with the concurrence of the Purchasing Department, that **Swanson Services Corporation** be awarded the contract for Fiduciary Management Services for the Sheriff's Department.

The evaluation committee concluded that the proposal submitted by Swanson Services Corporation is recommended based upon the following:

- A. Swanson has provided satisfactory Fiduciary Management Services for the Sheriff's Department for the past five (5) years;
- B. Swanson Services will hold the current fee for the first year of the contract;
- C. Swanson Services will be providing approximately sixty (60) Cobra Kiosks to the Sheriff's Department at no additional cost; and
- D. No other vendors have shown interest in obtaining this business.

A copy of the department's recommendation letter is attached.

EOC Rating Codes:

A Compliance – 90% or more

B Compliance – 80%-89.9%

C Compliance – 50%-79.9%

D Less than 15 employees (automatically qualify)

E Approval by EOC Board of Appeals

F Exception granted by CAO or Administrator of EOC

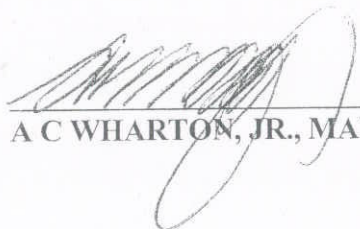
Please indicate your approval or disapproval of this selection in the space provided below:

APPROVED:  _____

APPROVED WITH CHANGES: _____

DISAPPROVED: _____

DATE: May 28, 2008


A C WHARTON, JR., MAYOR

cc: Soheila Kail, Sheriff's Department
Rebecca Pittman, Sheriff's Department



Shelby County Sheriffs Office

Mark H. Luttrell, Jr., Sheriff

201 Poplar Avenue Memphis, Tennessee 38103

(901)-545-5500

Interoffice Memo

To: Debra Louis, Purchasing Dept.
From: Soheila Kail, Sheriff's Office
Date: 5/27/08
Subject: RFP # 08-003-55 award

After reviewing the only bid for the RFP # 08-003-55 Fiduciary Management Services for the Shelby County Jail, the evaluation committee met, completed evaluation scorecards (attached) and recommends that the entire bid be awarded to Swanson Services Corporation.

The evaluation committee was made up of the following people:

Soheila Kail, Finance Manager
Chief Rod Bowers, Assistance Chief Jailer

In justifying this recommendation, committee members gave the following reasons:

- The Successful candidate, Swanson Services Corporation has been doing the Fiduciary Management Service for the Shelby County Sheriff's Office for the last 5 years.
- Swanson Services will hold the current fee of \$1,881,600.00 for the first year.
- Swanson Services providing approximately sixty (60) Cobra Kiosks to the Shelby County Sheriff's Office at no additional cost.

SWANSON SERVICES received a strong score for the overall performance and customer service by the committee and Chief James Coleman.

Please let me know if you have any questions regarding this matter you can reach me @ Ext.2280.

Thank you,

Equal Opportunity Compliance

Company Details

Company Name: SWANSON SERVICES CORPORATION

CID: 28011

Other name (DBA):

Vendor Number:

Owner Code: WM

Company Type:

Vendor

Service

Commodity:

COMMISARY & MANAGED SERVICES

Firm Type:

Independent

Certified:

National Standards

County:

National, SM: 27.20%

Phone:

Fax:

EMail:

EnteredBy: Enter

DateEntered: 4/7/2008

EditBy: Enter

DateEdit: 4/7/2008

Additional Notes:

Compliance History

Compliance Date 04/08/2008

☐ Compliance

Compliance Code A

☐ Certificate

DOC Number: EOC-VS-0409-12656

Number:

Last Edited By: doris.vester

Percent:

Date Last Edited: 4/8/2008

Expires: 4/30/2009

Current

Status:

Survey Number: 0

Contacts:

Contact First Name:

Active Contact

Contact Last Name:

Entered By:

Contact Title: LYNN M. WHITFIELD, H.R. DIR.

Date Entered:

Contact Phone: 3038323920

Last Edited By:

Contact Date: 04/07/2008

Edit Date:

Contact Notes:

Mailing Addresses:

Address: 1133 PENNSYLVANIA ST.

MailCity: DENVER

ST: CO Zip: 80203

County:

Active Mailing Address

Entered By:

Last Edited By:

Date Entered:

Edit Date:

Equal Opportunity Compliance

Company Details

Company Name: SWANSON SERVICES CORPORATION

CID: 28011

Survey	Job Description	Sex	African American	Indian/ Alaskan	Asian	Hispanic	White
12453	Laborers (Unskilled)	Male	19	0	3	11	47
12453	Laborers (Unskilled)	Female	63	0	5	40	68
12453	Office And Clerical	Male	4	0	0	0	0
12453	Office And Clerical	Female	31	0	0	1	9
12453	Officials And Managers	Male	1	0	0	4	23
12453	Officials And Managers	Female	2	0	0	2	12
12453	Operatives (Semi-Skilled)	Male	2	0	1	3	4
12453	Operatives (Semi-Skilled)	Female	3	0	0	3	1
12453	Professionals	Male	0	0	0	0	2
12453	Professionals	Female	0	0	0	1	4
12453	Sales Workers	Male	0	0	0	0	5
12453	Sales Workers	Female	0	0	0	0	2
12453	Service Workers	Male	1	0	0	0	5
12453	Service Workers	Female	4	0	0	2	2
12453	Technicians	Male	1	0	2	1	17
12453	Technicians	Female	0	0	1	1	3